



August 22, 2012

RE: **REQUEST FOR QUOTES**
New Chauncey Curb and Sidewalk Repairs

The West Lafayette Engineering Department is requesting quotes for curb and sidewalk repairs done the following streets; Lawn Street, West Oak and East Oak.

The enclosed Quote Sheet needs to be completed and submitted to the Office of the Clerk-Treasurer, 609 West Navajo Street, West Lafayette, Indiana 47906 in a sealed envelope by **9:00, Friday, August 31, 2012**. The envelope should be marked on the outside with the following notation: **Quotes for New Chauncey Curb and Sidewalk Repairs**. Quotes will be opened immediately.

The Engineering Department plans to issue a purchase order for the lowest responsive, responsible quote.

West Lafayette Engineering Department is exempt from Indiana sales tax.

The following items have been included within this quote package:

- | | |
|----------------------|---------------------------|
| 1) Cover Letter | 4) Insurance Requirements |
| 2) Request for Quote | 5) E-Verify Requirements |
| 3) Quotation Form | |

Please contact Ben Anderson at (765) 418-7554 for any additional information or description.

Sincerely,

Ben Anderson
City Engineer Assistant

Enclosures

cc: Rieth-Riley
Fairfield Contractors
Milestone Contractors
Dixon

Purchase of Material and Services for:
Curb and Sidewalk Repairs

Quote Sheet

Quotes will be taken under consideration for the issuance of a purchase order to the most responsive and responsible firm which provides a quote most advantageous to the City of West Lafayette.

The Unit Price amounts should include the cost necessary to complete all work described by these documents. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the owner.

The right is reserved to reject any and all quotes for any reason. Substitutions for any material will only be allowed with prior approval.

THE TOTAL COST TO PROVIDE ALL MATERIAL, LABOR AND EQUIPMENT NECESSARY TO COMPLETE THE WORK; WORK MAY BEGIN UPON APPROVAL OF THE PROPOSED WORK SCHEDULE BY WEST LAFAYETTE ENGINEERING DEPARTMENT, FOLLOWING THE ISSUANCE OF A PURCHASE ORDER.

ALL WORK IS TO BE COMPLETED BY NOVEMBER 15, 2012.

TOTAL BASE QUOTE: \$ _____

Contractor's Name: _____

Authorized Signature: _____

Date: _____ **Phone Number:** _____

Request for Quote

This request of quote is the official notice of needed services by the City of West Lafayette (the "City").

The City is requesting quotes for providing the construction of a new concrete Curbs and Sidewalks on Lawn Street, West Oak, and East Oak. The Contractor shall be responsible for on-site layout and constructing the improvements per the enclosed plans and specifications. The work shall include saw-cutting the existing concrete; removal of existing concrete, including base material; proper compaction of sub-base; installation of new base material; installation of new concrete curbs and sidewalks; and responsible for all traffic control, detours and safety measures for pedestrians.

The Contractor shall be responsible for the determination and notification of all affected utilities and for the coordination of all work with the utilities. Any required permits will be provided by the Owner. The Contractor shall be responsible for the coordination of all work with West Lafayette Engineering Department. No work will be allowed between 12:00 pm Friday and 7:00 am Mondays of Purdue home football game weekends and job site will need to be secure and cleaned up.

Each contractor shall complete this form and submit it with his bid. The Total Base Quote amount should include the cost necessary to complete all work described by these documents. Unit prices shall apply to addition or deductions, by change order, to the contract as required/requested by the Owner.

| ITEM No. | ITEM NAME | QUANTITY | UNIT PRICE | UOM | | TOTAL PRICE |
|----------|--|----------|------------|-----|---|-------------|
| 1 | CONCRETE CURB (INCLUDES CURB FOR RAMPS AND APPROACHES) | 2580 | | LF | = | |
| 2 | CONCRETE SIDEWALK (TEAR OUT AND REPLACE) | 1276 | | SYD | = | |
| 3 | CONCRETE DRIVE APPROACH | 305 | | SYD | = | |
| 4 | UNIVERSAL ACCESS RAMP INSTALLATION | 75 | | SYD | = | |
| 5 | MONO CURB AND SIDEWALK | 550 | | LF | = | |
| 6 | ADJUST SEWER INLETS | 2 | | EA | = | |
| 7 | TREE REMOVAL | 5 | | EA | = | |
| 8 | CONCRETE SIDEWALK (carriage steps) | 30 | | SYD | = | |
| TOTAL = | | | | | | |

All work must conform to the attached Specifications and the City of West Lafayette Standards and Typical Construction Guidelines and Details (approved by the Board of Public Works and Safety on January 1, 2010).

The Contractor shall carry all necessary insurance and bonding coverage required. The Contractor shall also provide certificate of insurance to the City per the attached Insurance Requirements.

To be considered, quotes need to be submitted on the enclosed Quote Sheet to Office of the Clerk-Treasurer, City of West Lafayette, 609 W. Navajo St., West Lafayette, IN 47906 **before 9:00 AM, local time, on August 31, 2012**. Quotes should be submitted in a sealed envelope identified by “**New Chauncey Curb and Sidewalk Repairs**” on the outside of the envelope.

Any questions concerning this Request for Quote should be directed to: Ben Anderson, City Engineer Assistant, West Lafayette Engineering Department, (765) 418-7554, banderson@westlafayette.in.gov.

City of West Lafayette Insurance Requirements

The Contractor shall furnish to the City an acceptable performance and payment bond in the amount of one hundred percent (100%) of the contract price including subsequent modifications of work and contract price. Said bond shall secure the Contractor's performance, and payment of labor, materials, subcontractors, supplies and any furnishing service. Bid bond shall be written by a surety authorized to do business in the State of Indiana and who maintains at least one (1) established place of business, in the State and in a location of which the continuance is not dependent upon decision of individual personnel of the Surety within the State.

The City of West Lafayette's risk management strategy requires the contractor provide us with evidence of insurance that meets the minimum requirements listed below for this project. This coverage must be placed with an insurance company with an A.M. Best rating of A:-VII or better. Please provide a Waiver of Subrogation in favor of the City of West Lafayette, Indiana as it pertains to Commercial General Liability, Workers Compensation, and Automobile Liability.

Insurance Requirements:

(a) Commercial General Liability (Occurrence Form)

| | |
|---|-------------|
| Each Occurrence | \$1,000,000 |
| Products/Completed Operations Aggregate | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| (other than Prod/Comp Ops Liability) | |
| Personal & Advertising Injury Liability | \$1,000,000 |

Coverage shall be subject to a per project or vendor general aggregate provision that names all jobs performed by subcontractor if applicable. The City of West Lafayette, Indiana must be named as an Additional Insured per ISO forms CG2010 and CG2037 or their equivalent. The insurance will be considered primary and noncontributory before any other applicable coverage. Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana.

(b) Automobile Liability \$1,000,000 each accident

If subcontractor at any time transports hazardous materials, subcontractor shall carry appropriate auto pollution coverage. Hired and Non-Owned auto liability coverage is to be included. The insurance will be considered primary and noncontributory before any other applicable coverage. Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana.

(c) Workers Compensation and Employer's Liability

| | |
|-----------------------|------------------------|
| Worker's Compensation | State Statutory Limits |
| Employer's Liability | |

| | |
|---------------------------|--------------------------|
| Bodily Injury by Accident | \$1,000,000 ea. accident |
| Bodily Injury by Disease | \$1,000,000 policy limit |
| Bodily Injury by Disease | \$1,000,000 ea. employee |

Include Waiver of Subrogation in favor of the City of West Lafayette, Indiana.

(d) Umbrella Liability

| | |
|-------------------------------|-------------|
| Each Occurrence and Aggregate | \$1,000,000 |
|-------------------------------|-------------|

(e) Professional Liability (Applicable for Professional Services only rendered to the City) All subcontractors performing design, engineering, surveying, testing, or other professional services shall carry professional liability (errors and omissions) insurance. This policy shall provide at least \$1,000,000 for each occurrence and \$2,000,000 aggregate.

The Contractor shall secure, and maintain throughout the life of this contract, such insurance as will protect himself, the City and the Engineer from claims for bodily injury, death or property damage, arising from the Contractor's operations under the contract documents. Policies shall include the standard rider for coverage under Paragraph 8.03 of Article 8 of these General Conditions. Each policy shall contain a clause providing that such policy shall not be canceled by the insurer until after 30 days written notice, to the City, of intent to cancel. The Contractor shall not commence construction, or any operation pertaining thereto, until he has obtained all insurance required by this paragraph and shall have filed with the City either the insurer's certificate of such insurance or certified copies of the policies.

Indemnity: The Contractor shall indemnify and save harmless the City and agents and employees of the City, and the Engineer and agents and employees of the Engineer, from and against as allowed by law every loss and expense incurred by the City and agents and employees of the City and the Engineer and agents and employees of the Engineer, these and any of them, on account of claim, demand, payment, suit, action, judgment or recovery occurring by reason of, or out of, the work. Said indemnity shall be in the full amount of recovery had against the City and agents or employees of the City and the Engineer and agents and employees of the Engineer, these and any of them, plus such expense as may be incurred in determining and defending against such action, and plus legal fees of Defense Counsel.

Patents and Royalties: If the Contractor uses any design, device, material, method or process covered by patent or copyright he shall provide for such use by legal agreement with the holder of the patent or copyright and shall pay all fees and charges pertaining thereto.

E-Verify Affidavit

Provide E-Verify Affidavit, that if Bidder is awarded the Contract, it will enroll in and participate in the E-Verify program. Within three (3) business days of notification by OWNER, the apparent lowest responsive Bidder will be required to submit proof from the E-Verify Program (Post-Bid Submittal) that is currently enrolled in the Program. An example of confirmation is the confirmation e-mail received from E-Verify that the Contractor has successfully enrolled in E-Verify.